



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Brence Culp, Vice Chair
3rd District
Clinton Tatum
2nd District
Carl Gallucci
4th District
Angela Mazzie
5th District

MEETING MINUTES

November 18, 2004

Chairperson Louisa Ollague called the meeting to order at 1:45 p.m. in the Conference Room of Room 525 at the Kenneth Hahn Hall of Administration.

Committee Members Present

Louisa Ollague, First District
Brence Culp, Third District
Carl Gallucci, Fourth District

Committee Members Absent

Angela Mazzie, Fifth District
Clinton Tatum, Second District

Others in Attendance

Maria Oms, Auditor-Controller

Martha Littlefield, Executive Office
Peter Papadakis, Executive Office

Approval of Minutes

On motion of Brence Culp, seconded by Carl Gallucci, with Louisa Ollague abstaining, the Committee unanimously approved the October 21, 2004 minutes.

Old Business

Fiscal Review of Secure Transitions, Inc. – A Foster Family Agency Contractor:

The Auditor-Controller reported initially no response was received from the Agency's contractor; however, a response was finally received. DCFS is working with the agency to correct a few minor issues. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – The Sherman Group, Inc., 30th Street West, Almond, and Hermosa Youth Centers: Review determined the agency is providing the services outlined in its program statement, however, minor repairs to facilities, creation of Needs and Services plan with measurable goals, and documentation proving residents receive individual/group therapy sessions are needed. The Auditor-Controller has received the agency's corrective action plan. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Franklin D. Roosevelt Elementary School After-School Enrichment Program Contract Review:

Review determined the agency provides the services outlined in its contract. However, documentation of staff's tuberculosis tests and fingerprint clearances were not available and the agency's former contractor has withdrawn. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing the report.**

Sunset Review of Board Policy No. 5.140 – Oversight of Construction Contractors: Per Angela Mazzie, item was held to determine if 'Prop A' vendors are allowed debriefing. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing this item to the December 16, 2004 meeting.**

Expansion of Countywide Contract Monitoring Project to Include Department of Health Services Contracts (Board Agenda Item #5.4, June 21, 2004): Brence Culp asked if DHS submitted its inventory of contracts. Maria Oms stated DHS inferred a timeline would be submitted by today estimating when reports will be received. Additionally, telephone calls/

emails were conducted, but DHS has not responded. The Auditor-Controller anticipates reporting to the Board of Supervisors by November 30, 2004 regarding which DHS contracts they propose including in the pilot project. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved sending a letter to DHS referencing the previous correspondence sent and asking DHS to respond including specific benchmarks; requesting DHS representative(s) to attend Committee meetings until this matter is resolved, and continuing this item to the December 16, 2004 meeting.**

Reports to be Received and Filed

Group Home Program Monitoring Report –The Salvation Army, The Way In Group Home: Review determined the agency provided the services outlined in its program statement, but minor repairs to its facility are needed. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – HV Group Home, Inc.: Review determined the agency provided the services outlined in its program statement, however, minor repairs to the facility are needed. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – McKinley Children's Center Group Home, Main Site: Review determined the agency provided the services outlined in its County contract. However, repairs in the cottages and documentation of residents' participation in development of their Needs and Services Plans are needed. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Group Home Program Monitoring Report – House of Bethesda, Inc., House of Bethesda: Review determined the agency provided the services outlined in its program statement. However, placement workers' and residents' participation in development of their Needs and Services Plans documentation is needed. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Options Contract Review: Review determined the agency provided the services outlined in its County contract. However, the agency needs to strengthen documentation confirming program participant's childcare services eligibility. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Pathways Contract Review: Review determined the agency is providing the services outlined in its County contract, and maintained its targeted service levels for January – February 2004. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Cable Television Franchise Fee Audits (Board Agenda Item 9, August 3, 2004): The Auditor-Controller recommended the Department of Consumer Affairs develop an audit cycle to ensure franchise areas are regularly audited. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Public Guardian Board Order (Board Agenda Item 7, September 14, 2004): The Auditor-Controller requested the Board of Supervisors extend the due date for this report to April 30, 2005. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Reports Received

Department of Community and Senior Services Fiscal Year 2003-2004 Monitoring of Dispute Resolution Program Service Providers: The Auditor-Controller reported Simpson & Simpson, Certified Public Accountants, made 34 recommendations related to fiscal and contract compliance issues. DCSS indicated they resolved all recommendations by adjusting the service provider's future invoice(s) by any disallowed costs or obtaining support for the expenditures. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Department of Community and Senior Services Fiscal Year 2002-2003 and 2003-2004 Fiscal Monitoring of Project Phoenix Program Service Providers: **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing this item to the December 16, meeting.**

Fraud Hotline Status Report: Louisa Ollague asked about identity theft cases in the County and asked if a current policy exists limiting/preventing access of County employees' personal information. Louisa Ollague requested the Auditor-Controller research if other counties have identity theft policies and report back at the December 16, 2004 meeting. Maria Oms stated 6 months ago County employee's social security number has been removed from pay stub. Louisa Ollague is concerned County Employee Social Security numbers are not properly protected. The Auditor-Controller requested Department Heads review controls of CWA and CWTAPPS and verify employees with authority/access to personal employee information within the next month. Louisa Ollague asked if there's a County policy barring the exchange of politically sensitive material via email. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

Sunset Review of Board Policy 6.040: L.A.'s Most Wanted Delinquent Parents List: CIO review determined the agency is in compliance with its policy and recommended extending the sunset review date to December 9, 2007. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing the sunset review date to December 9, 2007.**

Drew University Response to King/Drew Medical Center Affiliation Agreement Audit Report: **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing this item to the December 16, 2004 meeting.**

Group Home Program Monitoring Report – Tana Group Home, Inc., Tana #1 and Tana #2 Group Homes: Review determined the agencies are providing the services outlined in their program statement, however, several areas of improvement needed include: numerous repairs to facilities; update Needs and Services Plans; and provide documentation to show residents are receiving regular individual/group therapy sessions. **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved receiving and filing the report.**

General Relief Opportunities for Work Over Billings (Board Agenda Item #33, May 11, 2004): **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing this item to the December 16, 2004 meeting.**

Sunset Review – Board Policy No. 2.010: No Items be Placed on the Board Agenda until Related Documents are on File: **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing the sunset review date to April 12, 2007.**

Sunset Review – Board Policy No. 9.050 – Drug Free Workplace Program: **On motion of Louisa Ollague, seconded by Brence Culp, the Committee unanimously approved continuing the sunset review date.**

Old Business (continued)

Sheriff Contract Billing Practices Status Report: The Auditor-Controller met with the Contract and Independent Cities November 8, 2004 to discuss billable service costs. The Auditor-Controller has not completed its review, but the Contract Cities asked the Board of Supervisors to render a policy decision. Phase I Departments (Internal Affairs, Internal Criminal Investigations, and Records and Identification) are potentially billable services the Sheriff's Department can provide. Phase II departments (Emergency Operations, Homicide, and Communications) were implemented Countywide. A status report will be issued to the Board of Supervisors November 30, 2004 addressing the percentages of services performed by Contract and Independent Cities. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved continuing this item on the agenda monthly to track any arising issues.**

Other Business

Audit Plan for FY 2004-05: Maria Oms reported the Bison Audit is an Unplanned Audit. Louisa Ollague requested reviewing the Bison audit. Louisa Ollague reported the Salvation Army Booth Memorial Center facility is closing down and requested its removal from the Audit FY 2004-05 plan. Brence Culp inquired on the status of the Probation Management Audit and advised she will follow up with Tyler McCauley on possibility of sole sourcing. Louisa Ollague inquired if the Auditor-Controller Joint Powers Authority audits include Los Angeles Homeless Service Authority (LAHSA) and if a board motion is needed to conduct a management review of LAHSA. Ms. Oms will follow up and report back. Louisa Ollague questioned the estimated 6 months to perform 100 percent on the Grow Audit. Ms. Oms advised that DPSS lacks trained staff in fiscal operations, and it may take 6 months to conduct the audit. Carl Gallucci asked if the Auditor-Controller ever conducted a fiscal or program audit on the Human Relations Commission. Ms. Oms stated she will investigate and report back at the December 16, 2004 meeting. Also, Ms. Oms will report back at the next meeting with a revised 2004-05 Audit Plan.

Public Comment

There was none.

Matters not on the posted agenda to be presented and placed on the agenda of a future meeting.

There was none.

Adjournment

There being no further business to conduct, the meeting was adjourned at 2:28 p.m.